



**TOWN OF MANCHESTER, CONNECTICUT  
HUMAN RESOURCES DEPARTMENT**

41 Center Street - P.O. Box 191  
Manchester, CT 06045-0191  
Telephone: (860) 647-3126



**APPLICATION FOR EMPLOYMENT**

This application constitutes a part of the examination process. The Town cannot assume responsibility for the confidentiality of information provided on an employment application. It must be completed in full even if resumes or other supporting materials are attached. Please answer all questions fully and accurately. Applications may be rejected or receive lower ratings because answers are incomplete, vague or evasive. Make your statements brief, but do not omit important information that may be relevant to the position. Please complete in black or blue ink or type.

POSITION APPLYING FOR: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street/Apt. No./P.O. Box City State Zip

Telephone: \_\_\_\_\_ Cellular/Mobile Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Social Security No: \_\_\_\_\_  
(optional)

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you 18 years old or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ Operator's No.: \_\_\_\_\_

Commercial Drivers License: Yes \_\_\_\_\_ No \_\_\_\_\_ Operator's No: \_\_\_\_\_

Please attach a copy of CDL if required for vacancy.

**EDUCATION:**

| <u>Name &amp; Address of Schools Attended</u> | <u>Did You Graduate?</u> | <u>Degree Awarded</u> |
|---|--------------------------|-----------------------|
| High School                                   |                          |                       |
| College                                       |                          |                       |
| Other   |                          |                       |

THE TOWN OF MANCHESTER IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A  
POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS PROHIBITED BY LAW.

**EMPLOYMENT HISTORY:** In the space provided below, give your employment history beginning with your current or most recent employer. In order to evaluate your application properly, you must include both the month and year of employment history. List all positions held. Include any applicable military and voluntary positions. Resumes may be attached to this application but will not substitute for the completed application. (If additional space is required, please attach an additional sheet and use the same format as below.)

a. Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Name & Title of Supervisor: \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Employed: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ / Hours Per Week: \_\_\_\_\_  
Employed From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ Salary: \$ \_\_\_\_\_ / \_\_\_\_\_  
(Full Date) Mo. Yr. Mo. Yr. Beginning End

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b. Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Name & Title of Supervisor: \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Employed: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ / Hours Per Week: \_\_\_\_\_  
Employed From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ Salary: \$ \_\_\_\_\_ / \_\_\_\_\_  
(Full Date) Mo. Yr. Mo. Yr. Beginning End

.....  
c. Name of Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Name & Title of Supervisor: \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Employed: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ / Hours Per Week: \_\_\_\_\_  
Employed From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ Salary: \$ \_\_\_\_\_ / \_\_\_\_\_  
(Full Date) Mo. Yr. Mo. Yr. Beginning End

REFERENCES: List below three individuals (not relatives) who know your character, ability and experience.

|    | Name | Street | City/State/Zip | Telephone |
|----|------|--------|----------------|-----------|
| 1. |      |        |                |           |
| 2. |      |        |                |           |
| 3. |      |        |                |           |

SPECIALIZED TRAINING AND SKILLS: List any special qualifications, skills, knowledge or experience that you possess which may be relevant to the position for which you are applying (include seminars, special awards, professional memberships and licenses.)

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Complete, if applicable. I have the following skills:

Typing at \_\_\_\_\_w.p.m.      Word Processing\_\_\_\_\_ AutoCAD \_\_\_\_\_

Computer Programs Used: \_\_\_\_\_

|  |
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ADDITIONAL INFORMATION: Occasionally, an application form makes it difficult for an individual to adequately summarize his/her complete background. To help us better evaluate your qualifications for a Town position, use the space below to provide any additional information to describe your full qualifications.

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Have you ever been fired or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

**PLEASE READ:** I certify the above information is correct and truthful. I realize, too, that falsification of any information on this application may be grounds for rejection of this application or termination of employment, if the falsification is discovered after employment commenced. I also give consent for you to check with personal references, post-conditional job offer medical records, previous employers and educational institutions concerning my past employment and personal history and to receive reports that may be relevant to my background from other employers and to check criminal and driving records. I release the Town, previous employers and educational institutions from any liability arising from truthful disclosure of information concerning my employment or personal history. I further understand that the acceptance of this form does not constitute an employment agreement. Failure to complete this application in its entirety may result in my disqualification from any further consideration for employment. Proof of citizenship or employment eligibility in accordance with the Immigration Reform and Control Act of 1986 will be required if appointed.

**DRUG/ALCOHOL TESTING:** The Town reserves the right to conduct pre-employment drug and alcohol testing of all applicants. Applicants will be required to pass a test for drugs of abuse and/or alcohol misuse. Failure to pass such tests will result in the withdrawal of any offer of employment.

I hereby acknowledge that I have read the above statements and understand them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE – FOR HUMAN RESOURCES OFFICE USE ONLY**

"I certify that my completed application is truthful and accurate. I further certify that there have been no changes in the information provided on the application from the time of its completion to my date of hire."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Date

STATE OF CONNECTICUT)

COUNTY OF ) SS \_\_\_\_\_, \_\_\_\_\_ 20  
)

Personally appeared before me, \_\_\_\_\_, who signed the foregoing statement and has full knowledge of the purpose of this statement.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**TOWN OF MANCHESTER, CONNECTICUT  
AFFIRMATIVE ACTION QUESTIONNAIRE**

Instructions: Each applicant for employment with the Town of Manchester is requested to provide the following information for affirmative action reporting purposes. It will be removed when your application is reviewed and the information you provide will not be considered in the employment process.

1. Ethnic Group: (check one)

White \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian \_\_\_\_\_  
Asian American \_\_\_\_\_

2. Sex: Female \_\_\_\_\_ Male \_\_\_\_\_

3. Age: 16 or less \_\_\_\_\_ 17 to 25 \_\_\_\_\_ 26 to 40 \_\_\_\_\_  
41 to 65 \_\_\_\_\_ 66 or older \_\_\_\_\_

4. Applied in Response to:

\_\_\_\_\_ Town of Manchester Website      \_\_\_\_\_ Town of Manchester Recruitment Hotline  
\_\_\_\_\_ Hartford Courant      \_\_\_\_\_ Journal Inquirer  
\_\_\_\_\_ Careerbuilder.com      \_\_\_\_\_ CT JobCentral.com  
\_\_\_\_\_ Referred by Town Employee      \_\_\_\_\_ Connecticut Employment Service  
\_\_\_\_\_ Other Internet advertisement (please specify) \_\_\_\_\_  
\_\_\_\_\_ Other Newspaper (please specify) \_\_\_\_\_  
\_\_\_\_\_ Community or Professional Organization/Agency (please specify) \_\_\_\_\_  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

I certify that the above information is correct. Please print legibly.

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Email: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Signature: \_\_\_\_\_

**TOWN OF MANCHESTER, CONNECTICUT  
EMPLOYMENT APPLICATION SUPPLEMENT**

**(This insert must be completed and submitted with the application.)**

Please read the following before answering the next question:

“Conviction” for this application means a final judgment or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. “Conviction” does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are **not required to disclose** any arrest, criminal charge or conviction which has been **erased from your record under law**. Such records can include a) records of a finding of delinquency or that a child was a member of a family with service needs, b) adjudication of youthful offender status, c) criminal charges dismissed or nolle, d) charges for which a person is found not guilty or e) a conviction later resulting in an absolute pardon. Any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath.

A history of criminal conviction(s) will not automatically bar you from consideration of employment. Factors such as the date, severity and nature of the offense, as well as rehabilitation, will be taken into account.

Should you have any questions about answering questions on this application, or your rights concerning erased records, please inquire in the Human Resources Department.

Have you ever been convicted of a crime? If yes, please explain in the space provided:

[    ] Yes                      [    ] No

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I certify the above information is correct and truthful.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name